

**Instructions for Submission of PIC Removal Application for Projects with CHAP Award
(Updated 10/6/16)**

Background Following the issuance of a Commitment to enter into a HAP (CHAP) under RAD, PHAs must submit an application into the Inventory Removals module in PIC in order to identify the units that will be removed from public housing Annual Contributions Contract (ACC) when the project completes conversion.

HUD will use the information provided in the RAD PIC Removal Application to:

1. Confirm the PHAs acceptance of the CHAP.
2. Exempt the project covered under the CHAP from PHAS scoring. ***Please note: REAC will rely solely on your PIC application to exclude the project from PHAS scoring. Delay in PIC submission may result in an inadvertent project score under PHAS;*** and
3. Assess which units can appropriately be removed from the public housing inventory as part of the RAD conversion.

HUD has developed this streamlined PIC Inventory Removal application for PHAs with RAD CHAPs.

Summary of PIC Removal Application Steps for Public Housing Projects with CHAPs

The user will be creating a PIC “application” for the purposes of recording projects and units that are covered under a single CHAP under RAD. ***One application must be submitted for each CHAP HUD has issued.*** Users will only complete a limited number of fields in the PIC application, including:

- Selection of PIC Development(s) that are covered under the CHAP
- Selection of building/units that will be removed from PIC when the property closes
- Selection of acreage and non-dwelling buildings in Section 4 *(If you haven’t put acreage into PIC prior to submitting the inventory removal application, PHA needs to research the dimensions of the acreage based on the legal description of the development and- work with PIC Coach to add the acreage into the system.)*
- Attachments:
 1. **The CHAP.** If units from more than one PIC Development number are combined in a single transaction, they should all be reflected on a single CHAP.
 2. **Explanation of Units and Property in PIC Removal Application.** The PHA must attach a separate attachment titled “Explanation of Units and Property,” which is available on the Resource Desk, that provides an explanation if the number of units identified for PIC removal is greater than the number of units in the CHAP. This may be due to De Minimis reduction, merged units, non-dwelling units etc.
 3. **A site map** that specifically identifies all land proposed to be included in the RAD PIC Removal application as well as all buildings (both buildings with dwelling units and non-dwelling structures) to be included. PHAs are encouraged, but not required, to submit land surveys in addition to maps whenever possible.

HUD will reset to draft any incomplete submissions.

If PIC data is incorrect, contact your PIC coach to correct data prior to submitting PIC application.

Instructions for Submission of PIC Removal Application for Projects with CHAP Award (Updated 10/6/16)

Step-By-Step Instructions

1. Go to the Inventory Removals sub-module in IMS/PIC

2. Select the PHA and click on "Create Application" on the right-hand side.

The screenshot shows the 'Application List' page in the PIC system. At the top, there are tabs for 'Application', 'Remove from Inventory', and 'Reports'. Below these, there are fields for 'Select View:', 'Hub:', 'Field Office:', and 'Field Office HA:'. The 'Application List' section shows a table with columns: Application Number, Received Date, Application Type, Processor, Status, and Status Date. A 'Create Application' link is circled in red on the right side of the page.

Application Number	Received Date	Application Type	Processor	Status	Status Date
DDA0000344	09/04/2003	Disposition	SAC-Chicago	HQ Approved	09/08/2003
DDA0000509	06/28/2004	Disposition	SAC-Chicago	HQ Approved	03/01/2004
DDA0002344	04/03/2006	Demolition/Disposition	SAC-Chicago	HQ Approved	11/20/2006
DDA0003135	05/08/2008	Disposition	SAC-Chicago	HQ Approved	04/23/2008
DDA0003696		Demolition	SAC-Chicago	Draft	07/10/2009
IBSQH00210		Disposition	SAC-Chicago	HQ Approved	06/23/2001
IBSQH00211		Section 5(h)	SAC-Chicago	HQ Approved	06/12/1997
IBSQH00212		Demolition	SAC-CHICAGO	HQ Approved	09/18/1996
IBSQH00213		Demolition	SAC-CHICAGO	HQ Approved	01/14/1997
IBSQH00214		Disposition	SAC-CHICAGO	HQ Approved	01/02/1997
IBSQH00215		Demolition	SAC-CHICAGO	HQ Approved	01/29/1999

3. Select from the drop-down lists:
 - Application Type: "RAD Conversions – PBV" **or** "RAD Conversions – PBRA"
 - The Executive Director
 - The Primary contactClick "Create"

The screenshot shows the 'Application Review' page in the PIC system. It includes a sidebar with navigation links like 'PIC Main', 'Housing Agency', 'Development', 'Inventory Removals', and 'Logoff'. The main content area shows fields for 'HQ Office:', 'HQ Division:', 'Hub:', 'Field Office:', and 'Field Office HA:'. Below these, there is a section for 'Demolition / Disposition Create Application' with a red instruction: 'Please, navigate to the SAC DD Application view and select a SAC Office to process this application.' The form includes fields for 'Housing Authority:', 'SAC Processing Office:', 'HA Submission Date:', 'Processor Received Date:', 'Application Type:', 'Executive Director's Name:', and 'Primary Contact's Name:'. A 'Create' button is circled in red at the bottom right.

Get Help | Logoff / Return to Secure Systems

Application Review Comments Remove from Inventory Reports DD v/s HUD Approval Non-PIC Homeownership

HQ Office: Public and Indian Housing
HQ Division: PO Field Operations
Hub: 10HSEA Seattle Hub
Field Office: 0APH SEATTLE HUB OFFICE
Field Office HA: WA001 Seattle Housing Authority

Demolition / Disposition Create Application

Please, navigate to the SAC DD Application view and select a SAC Office to process this application.

Housing Authority: WA001 Seattle Housing Authority
SAC Processing Office: SAC-Chicago
HA Submission Date: * MM/DD/YYYY
Processor Received Date: * MM/DD/YYYY
Application Type: RAD Conversion PBV *
Executive Director's Name: Lofton, Andrew J. *
Primary Contact's Name: Ashkir, Aser *

* Designates a required field.

Cancel Create

**Instructions for Submission of PIC Removal Application for Projects with CHAP Award
(Updated 10/6/16)**

4. Click on "Add/Remove Development"

[Add/Remove Development](#)

Section	Section Type	Status	Status Date
Section 1: General Information	Required	Not Started	09/06/2013
Section 2: Long-Term Possible Impact of Proposed Action	Required	Not Started	09/06/2013
Section 3: Board Resolution, Environmental Review, and Local Government Consultation	Required	Not Started	09/06/2013
Section 4: Description of Property	Required	Not Started	09/06/2013
Section 5: Description of Proposed Removal Action	Required	Not Started	09/06/2013
Section 6: Relocation	Required	Not Started	09/06/2013
Section 7: Resident Consultation	Required	Not Started	09/06/2013
Section 8: Offer of Sale	Required	Not Started	09/06/2013
Section 9: Certification of Compliance	Required	Not Started	09/06/2013

5. Select the Development, move it over to the "Proposed" box using the arrow button, and click on "Save." Only if a CHAP covers units in multiple developments, repeat this step within this application. Otherwise, submit a separate PIC Inventory Removal application for each project(s) covered under a single CHAP. The PIC Development(s) selected in this application must match the PIC Development(s) number(s) included on the CHAP (and any amendment to the CHAP) that is attached to the application. If there is a mismatch between the PIC Development number listed in the RAD PIC Removal Application vs the PIC Development number listed in the CHAP, the PHA may need to work with its Transaction Manager to obtain an amended CHAP that resolves the mismatch.

The screenshot shows the 'PIC Removal Application' interface. The top navigation bar includes tabs for 'Application', 'Application Review', 'Comments', 'Remove from Inventory', 'Reports', 'DD vs HUD Approved', and 'New-PIC Homeownership'. The 'Application' tab is active, showing a 'Form HUD-52860' and a 'Supporting Documents' section. The 'Application Status' section shows 'RAD Conversion PBRA' and 'Submitted'. The 'Available Development' list includes several projects, with 'JASPER PARRISH PLACE - NY002000012' selected. The 'Proposed Development' box is empty, and the 'Add' button is circled in red.

**Instructions for Submission of PIC Removal Application for Projects with CHAP Award
(Updated 10/6/16)**

6. Four sub tabs will appear under the Application tab
 - Form HUD-52860 (Application Index)
 - Supporting documents
 - Quality Checklist
 - Submission
7. Under the Application sub tab (Form HUD 52860), the user will complete ONLY
 - Section 1 – General Information
 - Section 4 – If no acreage or incorrect acreage is listed under line 11, enter the total acres of the entire PIC Development . PIC won't allow you to enter acreage proposed for removal in Section 5 if there is no acreage listed in Section 4.
 - Section 5 – Description of Proposed Action by Project, including actual acreage to be disposed in the PIC application.

Click on each Section to access the application section and click “Modify” and enter applicable information and “Save”

8. For Section Five, complete only questions 1 or 2 (to select the buildings or units) and questions 3 (to select the acreage and non-dwelling buildings that are not listed in PIC under question 1). Include only the real property at the RAD-approved public housing project site that comprises the approved units (buildings), the underlying land of those units (buildings), and all necessary appurtenances (e.g. parking lots, playgrounds, non-dwelling storage shed) for the units, or and other real property that otherwise supports the units at the site.

The screenshot displays three sections of the HUD-52860 application form:

- 1. Proposed Action By Building Type**
 - Calendar Year: 2010 YYYY
 - Available Buildings: (Building Number Building Number Entrance Address Line1 Text)
 - Proposed Buildings: (Building Number Building Number Entrance Address Line1 Text) - 2211 \001\gvvigh w12 v 02 / 2010
 - # indicates Non Dwelling Building Structures
- 2. Proposed Action By Unit Designation**
 - Select the building number(s): No Building Info
 - * - indicates the building has units that are assigned in this application.
 - @ - indicates the building is proposed in this application.
 - Calendar Year: 2010 YYYY
 - No Units Information Found**
 - Available Units: (Unit Number/Unit Designation/Bedroom Count)
 - Proposed Units: (Unit Number/Unit Designation/Bedroom Count)
- 3. Proposed Action for Non Residential Inventory**
 - A. Acres included in Proposed Disposition
 - Calendar Year: YYYY
 - Number of Acres:
 - B. Buildings included in Proposed Disposition
 - Calendar Year: YYYY
 - Number of Non-Dwelling Buildings without PIC building numbers:

**Instructions for Submission of PIC Removal Application for Projects with CHAP Award
(Updated 10/6/16)**

9. Click on the “Supporting Documents” sub-tab.

The screenshot shows the PIC application interface. At the top, there are links for 'Get Help' and 'Logoff / Return to Secure Systems'. Below these are tabs for 'Application', 'Application Review', 'Comments', 'Remove from Inventory', and 'Reports'. The 'Supporting Documents' tab is highlighted with a red circle. Below the tabs, there is a table with columns: 'List', 'Form HUD-52860', 'Supporting Documents', 'Quality Checklist', and 'Submission'. The 'Supporting Documents' column is currently active. On the left side, there is a sidebar with the PIC logo and a list of users: William Levy (H56050) PIC Main, Housing Agency, Development, Inventory Removals, and Logoff. The main content area displays application details for 'Demolition / Disposition Application'. The details include: Application Type: RAD Conversion PBRA, Processor: SAC-Chicago, Application Status: Under Review, and Status Date: 05/04/2015.

Application	Application Review	Comments	Remove from Inventory	Reports
List	Form HUD-52860	Supporting Documents	Quality Checklist	Submission

William Levy (H56050) PIC Main

Housing Agency

Development

Inventory Removals

Logoff

HQ Office: Public and Indian Housing

HQ Division: PO Field Operations

Hub: 2HBUF Buffalo Hub

Field Office: 2CPH BUFFALO HUB OFFICE

Field Office HA: NY002 Buffalo Muni HA


Application: DDA0006514

Demolition / Disposition Application

Application Type: RAD Conversion PBRA Processor: SAC-Chicago

Application Status: Under Review Status Date: 05/04/2015

For each of the required attachments (i.e. CHAP, description of Unit discrepancy, Site Map):

- Select “Attachment Type” from pull down menu and select “Attachment hook 01”. (You must click on the SELECT button before the rest of actions are activated.)
- Under Enter Description, type “CHAP Award Letter”
- Click on the “Browse” button and find the CHAP Award Letter from your computer renamed using the following convention: CHAP_HousingAuthorityName_PIC Development#. For example “CHAP_SpringfieldHA_MA029000001”
- Click “Attach”
- If file is uploaded, you will see:  File uploaded successfully: [file name]

**Instructions for Submission of PIC Removal Application for Projects with CHAP Award
(Updated 10/6/16)**

10. Access the "Submission" sub-tab and review the summary information.
11. Submit the application.
12. Enter the DDA number from PIC into the RAD Resource Desk and click "Save."

Application	Application Review	Comments	Remove from Inventory	Reports
List	Form HUD-52860	Supporting Documents	Quality Checklist	Submission
William Levy (HS6050) PIC Main	HQ Office: Public and Indian Housing HQ Division: PO Field Operations Hub: 2HBUF Buffalo Hub Field Office: 2CPH BUFFALO HUB OFFICE Field Office HA: NY002 Buffalo Hub HA Application: DDA0006514			
Housing Agency				
Development				
Inventory Removals				
Logout				
Demolition / Disposition Application				
Application Type: RAD Conversion PBRA		Processor: SAC-Chicago		
Application Status: Under Review		Status Date: 05/04/2015		



Rental Assistance Demonstration Resource Desk

U.S. Department of Housing and Urban Development
Secretary Julián Castro

[HUD-RAD HOME](#) [RAD RD HOME](#) [CONTACT RAD RD](#) [LOGOUT](#)

PHA Libraries - Buffalo Municipal Housing Authority ([Link to PHA Summary](#))

Property Name:	COMM. PERRY HOMES & EXT. ROWHOUSES A	Total Units: 404
CHAP Issuance Date:	06/24/2014	Units Converting: 46
Readiness TM:	Trina Hargrove	
Financing TM:	Katie Buckner	
Property Details		
Estimated RCC Issuance Date:	11/29/2016	
PIC Removal Control No.:	DDA0006514	

Save

[PIH Summary Page](#)
[FHEO Summary Page](#)

For more detailed information on the use of PIC's Inventory Removal sub-module, please refer to the [Inventory Management System/PIH Information Center Housing Authority User Manual](#).